

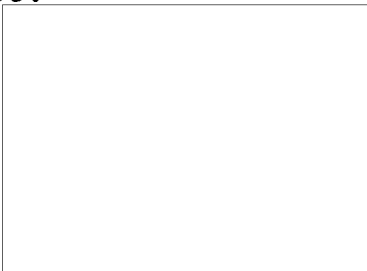
OL Filed
JFM

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Smoking Policy in Agency Occupied Buildings



STAT	FROM:		EXTENSION	NO.	OL 4008 87
STAT				DATE	16 January 1986
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	<p>Attached is a summary of a meeting initiated by IMSS/OL to establish proposed policy relative to the new GSA smoking policy for buildings occupied by federal employees which takes effect 9 Feb 87. The intent is to follow GSA policy direction. The Agency formulation of policy is to be by mutual agreement of the DD's with the EXA/DDA as the driving force.</p> 
		RECEIVED	FORWARDED		
STAT	1. C/IMSS/OL			TZ	
STAT	2. EO/OL				
STAT	3. DD/L				
STAT	4. D/L				
	5.				
STAT	6.				
STAT	7. IMSS/OL				
	Attn: John				
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				
	14.				
	15.				

16 JAN 1987

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED]
Planning Officer, IMSS

SUBJECT: Smoking Policy in Agency Occupied Buildings

VIA: Chief, Information Management Support Staff, OL

REFERENCE: A. Note from EXA/DDA to EO/DL regarding smoking
policy for Agency buildings
B. GSA 41CFR Part 101-20 (FPMR Amendment D-85)

1. After several years of study, negotiation and refinement by GSA, unions, special interest groups, and the Comptroller General of the United States, a new policy relative to smoking in facilities occupied by government workers has been established. As of 8 February 1987 smoking will generally not be permitted inside buildings housing federal employees, except in defined smoking areas. To meet this new policy, IMSS initiated a meeting among the following: [REDACTED], EXA/DDA; [REDACTED] OGC; [REDACTED] OMS; [REDACTED] OMS; [REDACTED] FMD/OL; [REDACTED] IMSS/OL; [REDACTED] L&PLD (missed meeting due to misunderstanding); [REDACTED] RECD/OL (declined invitation).

2. Many aspects of the smoking issue were discussed, with emphasis on the rights of the individual (to smoke or not to smoke). Members of the meeting also addressed the limitations of the Agency to drastically change the structure of ventilation systems within the various Agency occupied buildings in the short timeframe. Nevertheless, a major policy proposal was agreed upon - "All Agency occupied buildings (except devised facilities) will be considered non-smoking structures. Smoking will only be permitted in designated rest rooms, designated stairways and designated areas in cafeteria space (25%)."

3. It was further agreed upon that the Agency would follow the GSA policy as closely as possible and that OGC would draft the wording of the new proposed Headquarters Notice announcing this proposed policy and subsequent Headquarters Regulation. FMD was charged with selection of "Designated Smoking Locations" for the Headquarters campus (new and old Headquarters buildings). IMSS volunteered to work with RECD to submit selections of

OL 4008 87

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Smoking Policy in Agency Occupied Buildings

"Designated Smoking Locations" for all external "Non-Devised" facilities. All information relative to the new non-smoking policy will be directed to the EXA/DDA per his request. The goal is to have a Headquarters Notice finalized, with concurrence of all DD's, and published by 9 February (the effective date of the GSA regulation).

4. Among the factors influencing formulation of the new "Non-Smoking Policy" were:

a. As this issue does not impact upon sources and methods, security policy, or operational considerations there is no basis for exception to standard government regulations.

b. There is documented proof that smoking and second hand inhalation of smoke is hazardous to good health.

c. Agency employees' requirement for oxygen exchange is no different from any other federal employee.

d. The most contaminant-free exchange of air requires separate HVAC systems for smoke exhaust to the outside. Although this is possible, it is not probable in the short term because of high cost and long lead time.

e. To provide relief and refinement to this policy in the future, exceptions and appeals must be presented through the cognizant operating official to the Headquarters Health and Safety Committee for adjudication.

f. The smoking population in the general public has declined from 54% in 1980 to 32% in 1985. OMS states that the smoking population within the Agency at the present time is approximately 28%.

g. In every facility in which the "No Smoking Policy" applies, signs will be conspicuously displayed at all entrances publicizing that policy.

h. Personnel with private individually occupied offices may elect to smoke, or not, within their individual offices.

SUBJECT: Smoking Policy in Agency Occupied Buildings

5. IMSS/OL will work closely with EXA/DDA and provide assistance as requested. The EXA/DDA has been the driving force behind this new policy recommendation for approval and implementation.

STAT



Planning Officer, IMSS, OL

Distribution:

Orig - Addressee

1 - OL Files

1 - OL Reader

1 - IMSS Official

1 - IMSS Chrono

STAT

OL/IMSS/ :dr/  (1 - 16-87)



EXA/
Deputy Director
for Administration

DDA 86-2191

31 December 1986



NOTE FOR: Executive Officer, Logistics

SUBJECT: Smoking Policy for Agency
Buildings

Bill:

The attached two GSA regulations on
smoking policy were recently adopted. They
take effect on 8 February 1987. Would you
please have someone from GSA work with
[redacted] from OGC to come up with
an Agency smoking policy. [redacted] can be
reached at [redacted]

I believe that our smoking policy should
be coordinated and documented via a
Headquarters Notice (and, later, a
Headquarters Regulation).

Thanks for your help.



Att:

Page from Federal
Register with
Regulations

STAT

STAT

STAT

44258 Federal Register / Vol. 51, No. 235 / Monday, December 8, 1986 / Rules and Regulations

**GENERAL SERVICES
ADMINISTRATION****41 CFR Part 101-20****[FPMR Amendment D-86-10]****Smoking Regulations****AGENCY:** Public Buildings Service, GSA.**ACTION:** Final rule.

SUMMARY: This regulation provides for revised smoking regulations in buildings controlled by GSA.

Numerous studies have concluded that smoking adversely affects the health of those persons "passively" exposed to tobacco smoke. In view of these findings and in the interest of protecting Federal employee health and well being, GSA proposed regulations to protect the non-smoking worker's and public building visitor's right not to be exposed involuntarily to secondhand tobacco smoke at the Federal work site. The proposed regulations also recognized the needs of those who smoke and permitted the designation of smoking areas. These areas were proposed to allow those who smoke to continue to do so conveniently and without affecting productivity. Hence, the policy attempted to recognize the rights, needs, and concerns of all employees.

The proposed regulations were designated to improve the overall quality of GSA controlled space and to assure the health and safety of Federal employees and the visiting public. The General Services Administration has received numerous comments on the proposed regulations. The comments were from the general public as well as from special interest groups; Government employees, unions, and Government agencies. All comments were considered.

General Service Administration believes the final regulations are responsive to the concerns raised by employee representatives, agencies, and the public.

EFFECTIVE DATE: February 6, 1987.**FOR FURTHER INFORMATION CONTACT:** Robert Diluchio, (202) 580-0871.

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this rule is not a major rule for the purposes of E.O. 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. Therefore, a Regulatory Impact Analysis has not been prepared. GSA has based all administrative decisions underlying

this rule on adequate information concerning the need for, and the consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 101-20

Smoking, Federal building and facilities.

Title 41, Part 101-20 of the Code of Federal Regulations is amended as follows:

**PART 101-20—MANAGEMENT OF
BUILDINGS AND GROUNDS**

1. The authority citation for 41 CFR 101-20 continues to read as follows:

Authority: Sec. 206(c), 65 Stat. 306; U.S.C. 406(c).

**Subpart 101-20.1—Building
Operations, Maintenance, Protection
and Alterations**

2. Section 101-20.1-10 is read as follows:

§ 101-20.1-10 Regulation of smoking

(a) Regulations for controlling smoking in GSA-controlled buildings and facilities, including leased space and delegated facilities, are set forth below. Smoking is defined as a cigarette, pipe, or any other tobacco product. These regulations reflect the following considerations:

(1) In recognition of the increased health hazards of passive smoke to the non-smoker, smoking is to be held to an absolute minimum in areas where non-smokers.

(2) In recognition of the needs of smokers, smoking areas should be designated in Federal buildings which are convenient; do not negatively impact worker productivity; and do not impinge on the health of those who do not smoke.

(3) Agency heads are to be given the responsibility to determine which areas are to be smoking areas and which areas are to be non-smoking areas. In exercising this responsibility, agency heads are to give appropriate consideration to the views of the employees affected and/or their representatives and are to take fully into consideration the health issues involved.

Note.—Agencies are encouraged to develop additional guidelines for internal use for action when violations of these regulations occur. Nothing in these regulations precludes an agency from establishing more stringent guidelines. For purposes of these regulations, general office space is defined as space

occupied by personnel performing their daily work functions; this includes, but is not limited to: ADP areas, mail rooms, file rooms, duplicating areas, court and jury rooms, office space, etc.

(b) Smoking is prohibited in the following areas:

(1) General office space, except as permitted under (c)(2)(iii) of this section;

(2) Auditoriums, classrooms, and conference rooms;

(3) Elevators ("No Smoking" signs shall be posted in elevators and adequate receptacles shall be placed outside the entrances if designated as a smoking area);

(4) Corridors, lobbies, restrooms, and lounges, except as permitted under (c)(2)(iv) of this section;

(5) Medical care facilities such as medical clinics and units;

(6) Libraries; and

(7) Other areas. Each agency shall designate its "No Smoking" areas.

(c) Designated smoking areas shall be established by agency heads.

(i) Agency heads shall establish "designated smoking areas" except those areas set forth under paragraph (a) of this section. Agency Heads will be responsible for monitoring and controlling these areas, and for ensuring that "designated smoking areas" are identified by proper signs. Suitable uniform signs reading "Designated Smoking Area" shall be furnished and installed by the agency.

(ii) Agencies in multi-tenant buildings are encouraged to work together to identify "designated smoking areas".

(iii) Office space may be designated as a smoking area provided that the office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

office space is configured so as to limit the involuntary exposure of non-smokers to secondhand smoke to a minimum; e.g., the

(iv) An agency head may designate corridors, lobbies, and rooms as smoking areas where it is not possible to designate a sufficient number of other smoking areas.

(d) Agencies are responsible for providing adequate ash-trays or receptacles in the designated smoking areas.

(e) Suitable uniform signs reading "No Smoking Except in Designated Areas" shall be placed on or near entrance doors of buildings subject to these regulations. These signs shall be furnished and installed by the GSA

Buildings Manager in buildings managed by GSA. It should not be necessary to display a sign in every room of each building.

(f) An agency is not required by this regulation to make any expenditures for structural or non-structural changes to accommodate the preferences of non-smoking employees.

(g) Prior to implementation of this regulation, where there is an exclusive representative for the employees, the agency shall meet its obligations under 5 U.S.C. Ch. 71. In all other cases, agencies should consult directly with employees.

(h) In accordance with the Federal Acquisition Regulation, Part 8, the mandatory source of supply for the purchase of the aforementioned signs is UNICOR, Federal Prison Industries, Inc. (FPI). Prior approval from FPI is required before using any other source of supply. Purchase Orders should be submitted to: UNICOR, Federal Prison Industries, Inc., 320 First Street NW., Washington, DC 20534, (202) 724-8239.

Dated: December 4, 1986.

T.C. Golden,

Administrator of General Services.

[FR Doc. 86-27684 Filed 12-5-86; 9:32 am]

BILLING CODE 5010-22-01

Page Denied